

Texas Department of State Health Services



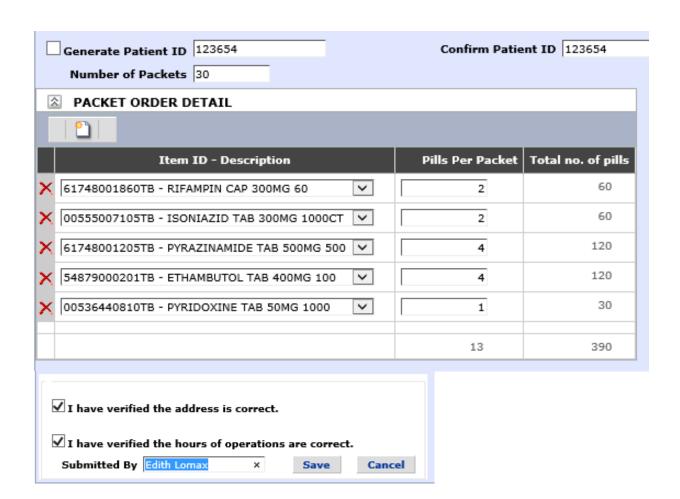
- ➤ ITEAMS is a continuing cycle. You cannot perform one function without completing the other transactions.
 - Place Orders (Packet Order/Bulk Order tabs)
 - Receive Orders (Receiving Tab)
 Bulk orders will add items to your inventory
 Packet Orders are just acknowledged that the shipment was delivered, packet will not be added to your inventory. (Packet Orders are not included in ITEAMS inventory)
 - **Record Usage** (excluding STD program)
 - a. Doses Administered (product given at your facility)
 - b. Transfer Orders (product transferred to another facility)
 - c. Wasted/Expired (items unusable)
 - Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)
 - o TB, and Zoo (Provider C-33)
 - STD, HD, IDC and SYR (Current Inventory)
- > PPD (Tubersol or Aplisol) and PASER.
 - Cold items ship only on Mondays, Tuesdays or Wednesdays.
 - If an order comes in late Wednesday after 3pm, it will ship the following week
 - If you need an emergency shipment outside of these times, contact the Pharmacy Branch
- When submitting orders, include your full <u>First and Last Name</u>. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy Branch immediately once you determine a mistake has been made. Pharmacy is quick on processing orders.

(512) 776-7500 or ITEAMS.PharmacyHelpdesk@dshs.texas.gov

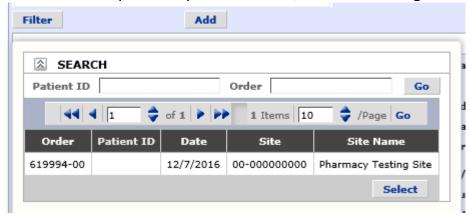
▶ <u>Do Not</u> use other employee's ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

DOT packets are ordered under the "Packet Order" screen.

- 1) Patient ID box: (Patient ID is required for Zyvox, Moxi, Levo)
 - if new patient, click on the box next to "Generate Patient ID"
 - if existing patient input Patient ID# in both boxes
 - you are not required to use a Patient ID#, but if you desire to use one for patient record keeping purposes, click on "generate Patient ID".
 - Please keep track of this number to use on all subsequent orders.
- 2) Number of Packets = total number of packets you are requesting 30, 60 etc.
- 3) To add more drug line items, click on the paper with yellow star icon
- 4) Pills Per Packet = amount of pills of drug item per one packet
- 5) Click boxes to verify address and hours of operations are correct
- 6) When you add your name, please put your full first/last name, that way if we have questions on your order, you are easily found



If you immediately realize that you have made an error, there is a chance you can correct it. From Packet Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. You can add, delete or change a drug line item.



Ex: Order not editable, call the Pharmacy Branch. ASAP!

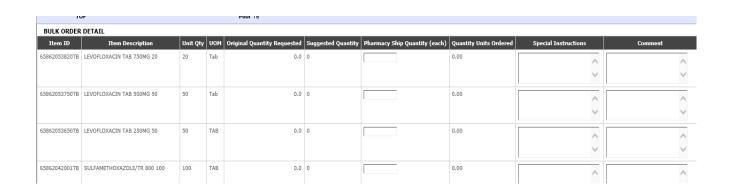


When requesting items under "Bulk Order", quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches. Example:

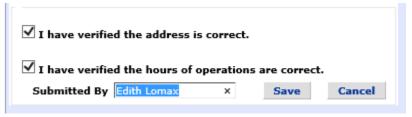
40btls INH 300/30 = 1200 2btls PZA 500/60 = 120 5btls Rif 300/30 = 150

18vials PPD 10test = 18 8btls INH Syrup = 8 8bxs Syringe 27X½ = 800

38btls INH 100/100 = 3800 5vials Amikacin = 5 2bx Cycloserine = 60



Special Instructions box: You can elaborate specifically what you are requesting per line item.



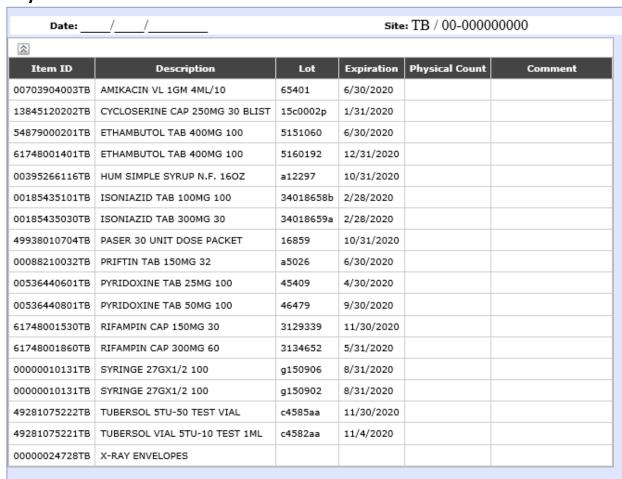
If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, all other transactions (Receiving, Doses Administered, Transfer Orders, Wasted/Expired) must be completed before entering the physical counts on the C-33 form.

Conduct an inventory of your drugs. Print the Tally Sheet under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the "Add Line" button on the receiving tab.

Tally Sheet



Once Transactions are completed, the Physical Count column on the C-33 form should match the on hand counts of drugs on your shelves.

Provider C-33

NEVER LEAVE THE PHYSICAL COUNT BOXES BLANK, once saving it ITEAMS will record it as Zero and delete the line item from your inventory. If for whatever reason the Physical Count is different from the Automated Total Amount, this amount is the difference of both totals and is considered as an Adjustment. You will then need to select a Reason for Adjustment from the drop down list. Then enter your full name and click on save.

Inventory Reconciliation

- 1. This page shows all activity since the last time you reconciled your inventory. Note the "Last Ran" date.
- 2. Complete all other transactions (Receiving, Transfers, Wasted/Expired, Doses Administered up to today) before entering your Physical Count.
- 3. In the Physical Count column, enter the number on-hand for each Item ID and lot.
- 4. If your physical count does not match the Automated Total Doses quantity, make sure that all orders have been received and all items that were distributed, transfered, wasted, or expired have been recorded. Return to and update those pages as needed.
- 5. If, after careful review, there is still a discrepancy between your on-hand count and the system count, enter the reason for the adjustment using the drop-down menu. The need for this should be minimal.
- 6. When all lines match or have been reconciled, enter your name and hit save at the bottom.

Effective immediately! When a user clicks SAVE on their Inventory: Provider C-33 screen all Items/lots with a zero balance will be removed! However, there are risks with this implementation. For example, if you do not follow the steps in the correct order in the web portal, you can delete items you need to record doses, complete transfers, or record wasted/expired. It is critical the user conduct the steps in the web portal exactly as outlined.

Last Ran 05/31/2017 15;39;22									
Item Description	Item ID	Lot	Expiration	Expiration Alert	Automated Total Amount	Physical Count	Math Error	Adjustment	Reason for Adjustment
AMIKACIN VL 1GM 4ML/10	25021017304TB	2cc1	04/30/2018		16	16	0	0	V
APLISOL VIAL 1ML/10 TEST	42023010401TB	802078	05/31/2018		24	10	-14	14	Accounting Problem-Cause Unknown
CYCLOSERINE CAP 250MG 30 BLIST	13845120202TB	16a0001p	11/30/2018		60	60	0	0	V

SUMMARY OF RECONCILIATION

Step 1: Complete Appropriate transactions.

Receiving, Transfers, Wasted/Expired, Doses Administered

Step 2: Print out the Talley Sheet and inventory drugs on shelves

Step 3: Input Physical Counts onto Provider C-33 form

Doses Administered

Doses Administered are meds given to patients at your facility. You can record it daily, weekly, monthly. You will have to keep a tally of what has been given out. Upon recording, ITEAMS will deduct the amounts from inventory. Enter amounts in Units Distributed box in eaches, select a comment from the drop down list, enter full name in Entered By box, click save. This also will deduct from inventory.

UNITS DISTRIBUTED DATA ENTRY

- 1. Pay close attention to the Date Range on this screen.
- 2. Record your Units Distributed under the Quantity column.
- 3. Enter your name and click Save at the bottom.

Units Distributed for date range below:

From Date: 06/01/2017 To Date: 06/07/2017

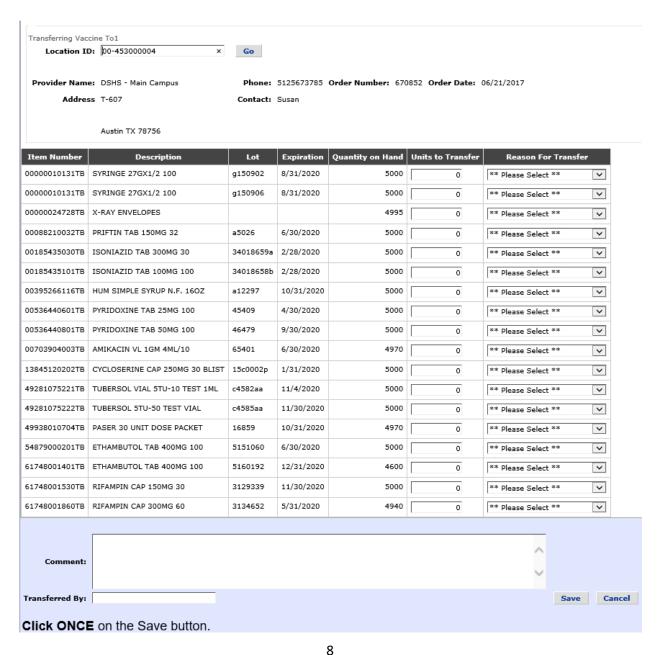
Description	Item ID	Lot	Expiration	Units Distributed	Comment
AMIKACIN VL 1GM 4ML/10	00703904003TB	65401	6/30/2020		~
CYCLOSERINE CAP 250MG 30 BLIST	13845120202TB	15c0002p	1/31/2020		~
ETHAMBUTOL TAB 400MG 100	54879000201TB	5151060	6/30/2020		~
ETHAMBUTOL TAB 400MG 100	61748001401TB	5160192	12/31/2020		~
HUM SIMPLE SYRUP N.F. 160Z	00395266116TB	a12297	10/31/2020		~
ISONIAZID TAB 100MG 100	00185435101TB	34018658b	2/28/2020		~
ISONIAZID TAB 300MG 30	00185435030TB	34018659a	2/28/2020		~
PASER 30 UNIT DOSE PACKET	49938010704TB	16859	10/31/2020		~
PRIFTIN TAB 150MG 32	00088210032TB	a5026	6/30/2020		~
PYRIDOXINE TAB 25MG 100	00536440601TB	45409	4/30/2020		~
PYRIDOXINE TAB 50MG 100	00536440801TB	46479	9/30/2020		~
RIFAMPIN CAP 150MG 30	61748001530TB	3129339	11/30/2020		~
RIFAMPIN CAP 300MG 60	61748001860TB	3134652	5/31/2020		
SYRINGE 27GX1/2 100	00000010131TB	g150902	8/31/2020		
SYRINGE 27GX1/2 100	00000010131TB	g150906	8/31/2020		~
TUBERSOL 5TU-50 TEST VIAL	49281075222TB	c4585aa	11/30/2020		~
TUBERSOL VIAL 5TU-10 TEST 1ML	49281075221TB	c4582aa	11/4/2020		<u></u>
X-RAY ENVELOPES	00000024728TB				

Entered by:	Edith Lomax
Save	

Transfer Order

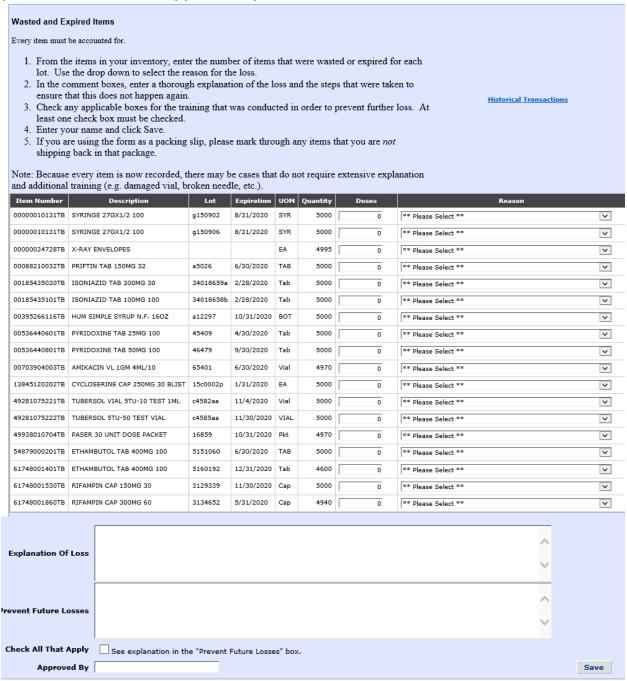
Transfer order is when meds are transferred to another facility. You will need to know the facility's Location Code/ID. Enter it in Location ID box, click go. ITEAMS will populate your site's inventory. Input Units to Transfer (eaches) and select a Reason for Transfer from the drop down list. Comment in box if needed, Type in full name in Transferred By box, click save. This will generate an order# and will appear at the other site to Receive in ITEAMS.

Why Transfer? Ex: if your facility has too much of a particular medication or a soon-to-expire medication and you would like to transfer to another site in your region who can use these medications. Make sure to communicate with the facility to ensure they are aware of the transfer and is transferred properly.



Wasted/Expired

Wasted/Expired is to record items that have been wasted or expired. Input the amount in the Doses box, select a reason from the drop down list, provide an explanation of loss and a prevent future losses explanation, Check the box, add your full name in the Approved By box.



Receiving

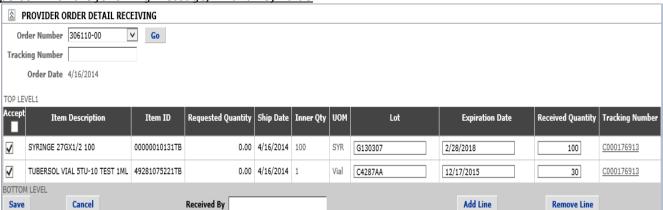
Bulk orders will add items to your inventory.

<u>Packet Orders</u> are just acknowledged that the shipment was delivered, items will not add to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

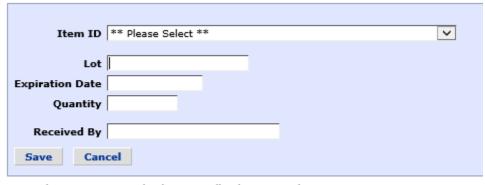
Type in Full Name in Received By box, click save.

Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.



To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the "Add Line" button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.



TB Program Item Description	PHARM SHIP QTY	PLACE ORDER TAB
AMIKACIN VL 1GM 4ML/10	VIALS	Bulk Order
APLISOL VIAL 1ML/10 TEST	VIALS	Bulk Order
APLISOL VIAL 5ML/50 TEST	VIALS	Bulk Order
AVELOX I.V. 250 ML CS/12	Each Bag	Bulk Order
AVELOX TAB 400MG 30	PACKET ONLY	Packet Order include Patient ID#
AZITHROMYCIN 250MG 30	PACKET ONLY	Packet Order
AZITHROMYCIN OS 200MG/5ML 30ML	BOTTLE	Bulk Order
CAPASTAT SULF VIAL 1GM 10ML	VIALS	Bulk Order
CLARITHROMYCIN TAB 500MG 60	total PILLS	Packet/Bulk
CYCLOSERINE CAP 250MG 30 BLIST	total PILLS	Bulk Order
ETHAMBUTOL TAB 100MG 100	total PILLS	Packet/Bulk
ETHAMBUTOL TAB 400MG 100	total PILLS	Packet/Bulk
FIRST RESPONSE 1 STEP DOUBLE	Each Box	Bulk Order (box contains 3 tests)
HUM CHERRY SYRUP 16 OZ	BOTTLE	Bulk Order
HUM SIMPLE SYRUP N.F. 160Z	BOTTLE	Bulk Order
ISONIAZID SYRP 50MG/5ML 16OZ	BOTTLE	Bulk Order
ISONIAZID TAB 100MG 100	total PILLS	Packet/Bulk
ISONIAZID TAB 300MG 100CT	total PILLS	Packet/Bulk
ISONIAZID TAB 300MG 30	total PILLS	Packet/Bulk
LEVAQUIN ORAL SOL 25MG/ML 16OZ	BOTTLE	Bulk Order include Patient ID#
LEVOFLOXACIN O/SOL 25MG/M 100	BOTTLE	Bulk Order include Patient ID#
LEVOFLOXACIN O/SOL 25MG/M 480ML	BOTTLE	Bulk Order include Patient ID#
LEVOFLOXACIN TAB 250MG 50	PACKET ONLY	Packet Order include Patient ID#
LEVOFLOXACIN TAB 500MG 50	PACKET ONLY	Packet Order include Patient ID#
LEVOFLOXACIN TAB 750MG 20	PACKET ONLY	Packet Order include Patient ID#
MOXIFLOXACIN TAB 400MG 30	PACKET ONLY	Packet Order include Patient ID#
MYCOBUTIN CAP 150MG 100	total PILLS	Packet/Bulk
PASER 30 UNIT DOSE PACKET	Each packet	Bulk Order
PRIFTIN TAB 150MG 32	total PILLS	Bulk Order
PYRAZINAMIDE TAB 500MG 60	total PILLS	Packet/Bulk
PYRAZINAMIDE TAB 500MG 90	total PILLS	Packet/Bulk
PYRAZINAMIDE TAB 500MG 100	total PILLS	Packet/Bulk
PYRAZINAMIDE TAB 500MG 500	total PILLS	Packet/Bulk
PYRIDOXINE TAB 25MG 100	total PILLS	Packet/Bulk
PYRIDOXINE TAB 50MG 100	total PILLS	Packet/Bulk

RIFADIN VL 600MG 25ML	VIALS	Bulk Order
RIFAMPIN CAP 150MG 30	total PILLS	Packet/Bulk
RIFAMPIN CAP 300MG 60	total PILLS	Packet/Bulk
STREPTOMYCIN SULFATE VIAL 1GM/10	VIALS	Bulk Order
SULFAMETHOXAZOLE/TR 800 100	total PILLS	Packet/Bulk
SYRINGE 27GX1/2 100	total SYRINGE	Bulk Order
TRECATOR TAB 250MG 100	total PILLS	Packet/Bulk
TUBERSOL 5TU-50 TEST VIAL	VIALS	Bulk Order
TUBERSOL VIAL 5TU-10 TEST 1ML	VIALS	Bulk Order
WATER INJ STR VL 10ML 25	VIALS	Bulk Order
X-RAY ENVELOPES	Each Envelope	Bulk Order
XYLOCAINE SDV 1% 2ML/25MPF	VIALS	Bulk Order
ZYVOX O/PDR 100MG/5ML	BOTTLE	Bulk Order include Patient ID#
ZYVOX TAB 600MG 20	PACKET ONLY	Packet Order include Patient ID#
ZYVOX TAB 600MG 20	PACKET ONLY	Packet Order include Patient ID#